



# Forest Heights Police Department Policy and Procedures Manual

Subject:	Patrol Procedures			
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## A. Purpose

To establish Forest Heights Police Department (FHPD) officers patrol duty responsibilities.

## B. Policy

Patrol officers will be held responsible for the good of the order of the Town of Forest Heights and will be prepared at all times to inform the Chief of Police of prevalent conditions. Officers will become acquainted with the residents and merchants of the Town.

## C. Procedures

1. Upon reporting for duty, unless otherwise directed by the Chief of Police or Supervisor, patrol officers will proceed immediately to the streets of the Town, and will continuously and carefully patrol the Town.
2. Officers are responsible for responding to, and handling all calls dispatched in the Town during their tour of duty. If an officer is on an official assignment, the Prince George's County Police Department may respond to the call per the established Memorandum of Understanding (MOU).
3. Patrol officers will not unnecessarily congregate in the FHPD office.
4. All reports are to be written in the patrol vehicle, when possible on the officer's assigned laptop computer. If an officer's computer is unavailable the officer may complete reports in the FHPD office.
5. FHPD telephones are for official business only and not for personal use, except in the event of an emergency.
6. Patrol officers will remain within the Town limits during their tour-of duty. Officers may only leave the Town limits to conduct official business, to within a reasonable distance to obtain their allotted meal, or as by the Chief of Police, Deputy Chief, or supervisor.
7. Patrol officers will not take specific breaks for meals. Patrol officers may eat in their patrol vehicles when the opportunity arises. Officers who live in Town may eat at home or may eat in a restaurant in the Town, but must remain 10-8 while doing so.
8. Patrol officers will be responsible for the preservation of peace, investigation of crimes, the prevention of crime, disorders, arrest of offenders, and the enforcement of all laws, statutes, ordinances and regulations of which the FHPD is responsible.
9. Patrol officers will be familiar with the laws, regulations, and ordinances they are required to enforce.
10. While performing tours of duty during evening shifts, patrol officers will examine the closed buildings and schools to determine if they are properly secured.
11. If a patrol officer finds a door or window opened/unsecure, the officer will notify the dispatcher and request another FHPD officer or a Prince George's County officer to respond to the scene.
  - a. The dispatcher will also be requested to notify the business owner and request the owner to report to the building.
  - b. Upon the arrival of at least one additional officer, the officers will conduct a building search.
  - c. Upon the building being determined secure, the owner will be so advised and may enter

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or secure the building.

12. Patrol officers will note and make reports of unsafe structures, defective public property (street lights), and dangerous conditions. Patrol officers will take necessary measures to protect the public until a condition has been corrected.
13. Patrol officers will observe and report all health and sanitation violations to the proper agencies.
14. Patrol officers working the evening shift will be responsible for ensuring that the municipal building is secured before leaving their tour of duty. This means:
  - a. that all lights are turned off;
  - b. doors and windows are properly secured; and
  - c. if a break-in or vandalism occurs at the building and an investigation reveals that the building was not properly secured the FHPD Chief will determine what, if any, action will be taken in accordance with Town policy regarding such matters.
15. Patrol officers working the day shift are responsible for conducting neighborhood checks.
16. Patrol officers will obey all traffic laws when working a tour of duty except when in emergency circumstances exercising due care and good judgement.
17. The general responsibility of patrol officers at a crime scene are as follows:
  - a. The primary responsibility of patrol officers upon receiving notice of a crime or police incident is to respond to the scene promptly and safely. The type of incident will dictate the speed of responses. Again common sense and good judgement will be utilized.
  - b. When a patrol officer arrives on the crime scene, the officer's responsibilities may consist of the following actions.
    - (1) Rendering aid or summons the appropriate fire/medical services if victims/suspects are injured.
    - (2) Securing the scene ensuring any known evidence is not contaminated.
    - (3) Removing all unauthorized persons from the scene or crowd control.
    - (3) Maintaining good notes on observations and witness/suspect statements as part of conducting the initial investigation and follow up when applicable.
    - (4) Requesting back up assistance from the Prince George's County Police Department (PGCOPD).
    - (5) Requesting the appropriate investigative resources from the PGCOPD in cases where they will assume control the follow up investigation per the standing MOU.
    - (6) Making timely notifications and updates to the Chief or if directed to the Deputy Chief.
    - (7) Ensuring all required reports are completed including the submission of related evidence that will be properly secured and forwarded for analysis when applicable in a timely manner.